



U.S. Department of Homeland Security
Bureau of Immigration and Customs Enforcement (ICE)

PUBLIC JOB NOTICE

**Immigration Enforcement Agent
GS-1801-05 (Promotion Potential GS-9)**

Announcement No.: IEA-03-1

Opening Date: August 22, 2003

Closing Date: September 29, 2003 (Closes at Midnight Eastern Time)

Location of Positions: Nationwide. See the geographic listing for the Immigration Enforcement Agent (IEA) included in this Public Job Notice.

Number of Vacancies: Many

Salary: GS-5 salary ranges from \$28,909 to \$35,003 per year depending on the location of the position, plus overtime in most locations.

SPECIAL NOTES

- 1) Individuals registering under this announcement will be asked to register for the written test. Applicants who registered and tested under the Law Enforcement Officer Corps (LEOC) announcement in 2001 and passed the test, will not have to retest under this announcement, however they still must register for the Immigration Enforcement Agent (IEA) position in order to get on the inventory.
- 2) Individuals who took the LEOC test over 12 months ago, who received a passing score but choose to retest, may do so. However, the new score is the one that will be used—even if it is lower or is not passing—for the IEA position.
- 3) The written test may only be administered to each applicant once per year.

HOW TO APPLY

Candidates interested in this position need to register for the written test during the open period dates. **Do not submit an application.** Candidates may register for the written test online at <http://staffing.opm.gov/IEA> or by calling the U.S. Office of Personnel Management's Telephone Application Processing System (TAPS) during the open period. The telephone number for the TAPS line is (478)757-3192. When asked for the marketing code, enter 9964. The telephone lines/Internet web-site address are available 24-hours a day during the open period dates. Candidates may choose up to a total of three locations (see attached geographic code list) where they are interested in employment. **NOTE: You need the geographic code list when registering. Warning: Use of a mobile, cellular, or cordless telephone is not recommended and could result in inaccurate transmission of your responses, and prohibit or delay the processing of your application. In order to complete the Telephone Application System process, you must be able to understand and speak English fluently. Hearing-impaired candidates who need special assistance for registering through the TAPS system instead of through the Internet may call the following TDD number (612)725-3880.**

DO NOT SUBMIT ANY APPLICATION FORMS AT THIS TIME.

DESCRIPTION OF WORK

In compliance with ICE standards, an Immigration Enforcement Agent leads or is a member of a team, responsible for processing and deporting or escorting aliens, under final orders of removal, to their country of citizenship. The IEA also performs detention program responsibilities identified in ICE standards, including, but not limited to: ensuring detainee care (physical, mental and civil rights), intake and outtake processing, counseling regarding personal and family matters for detainees, and supervision and transportation (including prison pick-ups and medical and court transportation and security) of aliens detained in the Bureau's custody. Additional responsibilities for the IEA may include: visiting holding and correctional facilities, implementing the Institutional Removal Program, initiating criminal proceedings against immigration status violators, determining alienage and fugitive operations, and working with other law enforcement officers or agencies. IEA's also gather intelligence, evidence and information relating to ICE program activities by effectively utilizing interrogation, debriefing and other means of information collection. Individuals will be hired at the GS-5 level. Progression is to the GS-9 level after successful completion of the preceding grade(s). In accordance with Public Law 100-238, this position is covered under law enforcement retirement provisions; therefore, candidates must be appointed before reaching their 37th birthday unless they presently serve or have previously served in a Federal civilian law-enforcement retirement-covered position.

QUALIFICATION REQUIREMENTS

Qualifying at the GS-5 level: Applicants must have three years of progressively responsible experience which demonstrates the ability to (1) analyze problems, to identify significant factors, gather pertinent data, and recognize solutions; (2) plan and organize work; and (3) communicate effectively orally and in writing. Such experience may have been gained in administrative, professional, technical, investigative or other responsible work. Experience in substantive and relevant secretarial, clerical or other responsible work may be qualifying as long as it provided evidence of the knowledge, skills and abilities to perform the duties of the position. Experience of a general clerical nature (typing, filing, routine procedural processing, maintaining records, etc.) is not qualifying.

OR

Possess four years of study leading to a bachelor's degree in any field from an accredited college or university. Education obtained from a foreign university or college is not creditable for qualification requirements unless it has been evaluated for equivalency. (see <http://www.naces.org/members.htm> for a list of organizations that evaluate education).

OR

If you do not qualify based on education or experience alone, you may be able to qualify based on a combination of your experience and education. To determine your percentage of qualifying experience, you must divide *your* total number of months of qualifying experience by 36. To calculate your percentage of education, divide the number of undergraduate semester hours by 120 or undergraduate quarter hours by 180. Add your percentages of education and experience together, the two percentages must total at least 100% for you to qualify under the combination of experience and education.

In reviewing transcripts, education will be prorated based upon the following scale: 45 quarter or 30 semester hours equals 9 months of experience.

Written Test: Applicants must pass a written test. The test will generally be scheduled within 4-6 weeks after registration for the test. The Office of Personnel Management (OPM) will send you an admission notice informing you of the date, location and time for the written test. NOTE: Applicants who registered and tested for the Law Enforcement Officer Corps (LEOC) test in 2001 or later may use their LEOC score when applying for this position.

Basis of Rating: To be eligible, applicants must have a score of at least 70 (excluding veteran's preference points) on the written test. The test consists of logical reasoning questions, questions that require reasoning with probabilities, and an assessment of past experiences. Applicants must pass the test and meet the experience and/or education requirements specified in this public job notice.

Structured Oral Interview Sites: As part of the basic qualifications determination, candidates must appear before an oral interview panel and demonstrate that they possess the abilities and characteristics important to Immigration Enforcement Agent positions. Among these are judgment/decision making, emotional maturity, interpersonal skills/cooperativeness, and integrity competencies. The interview will be rated on a pass/fail basis. Candidates must receive a “pass” in all areas in order to continue in the hiring process. If a candidate fails the structured oral interview they must wait one year before they are eligible to take the structured oral interview again. NOTE: Current Immigration Agents (Enforcement) and Detention Enforcement Officers **will not be** required to take the structured oral interview. Applicants may choose the oral interview site closest to where they live. During the registration process for the written test, applicants will be asked to identify the city where they would like to take the structured oral interview from the following choices:

300	Alaska, Anchorage	323	New York, Albany
301	Arizona, Phoenix	324	New York, Buffalo
302	California, Los Angeles	325	New York, New York City
303	California, San Diego	326	North Dakota, Grand Forks
304	California, San Francisco	327	Ohio, Columbus
305	Colorado, Denver	328	Oklahoma, Oklahoma City
306	Florida, Miami	329	Oregon, Portland
307	Florida, Orlando	330	Pennsylvania, Philadelphia
308	Georgia, Atlanta	331	Pennsylvania, Pittsburgh
309	Guam, Agana	332	Puerto Rico, San Juan
310	Hawaii, Honolulu	333	South Carolina, North Charleston
311	Idaho, Twin Falls	334	Tennessee, Nashville
312	Illinois, Chicago	335	Texas, Dallas
313	Indiana, Indianapolis	336	Texas, El Paso
314	Louisiana, New Orleans	337	Texas, Harlingen
315	Massachusetts, Boston	338	Texas, Houston
316	Michigan, Detroit	339	Texas, Midland
317	Minnesota, Fort Snelling (Minneapolis/St. Paul)	340	Texas, San Antonio
318	Missouri, Kansas City	341	Utah, Salt Lake City
319	Montana, Helena	342	Washington, Seattle
320	Nebraska, Omaha	343	Washington D.C. (Arlington, VA)
321	Nevada, Las Vegas	344	Wisconsin, Milwaukee
322	New Jersey, Newark		

Age Requirement: In accordance with Public Law 100-238, this position is covered under law enforcement retirement provisions; therefore, candidates must be appointed before reaching their 37th birthday unless they presently serve or have previously served in a Federal civilian law enforcement position.

Citizenship: Candidates must be U.S. citizens and must present proof of citizenship if selected

Residency: Candidates must have, for three of the last five years immediately prior to applying for the positions(s), (1) resided in the United States; or (2) worked for the United States Government as an employee overseas in a Federal or Military capacity; or (3) been a dependent of a U.S. Federal or Military employee serving overseas.

Language Ability: Some positions require fluency in reading, writing and speaking a language other than English at the onset of employment. If you can read, write, and speak any of the following language(s), **please enter the appropriate code when calling the Telephone Application Processing System (TAPS) or when applying on-line.**

01 Spanish	02 Korean	03 Japanese	04 Creole	05 Russian	06 Chinese-Cantonese
07 Chinese-Mandarin	08 Polish	09 Vietnamese	10 Arabic	11 Other	

CONDITIONS OF EMPLOYMENT (In addition to the above requirements, selectees must meet the following criteria.)

Drug Testing: All applicants for this position will be required to submit to urinalysis to screen for illegal drug use prior to appointment. These positions are designated for testing for illegal drug use; incumbents are subject to random testing.

Medical Examination: Prior to receiving an official offer of employment, candidates for Immigration Enforcement Agent will be required to pass a medical examination and meet medical standards. For example, the vision standard for uncorrected visual acuity is 20/200 or better in each eye. The initial medical examination is provided at agency expense. If additional information is needed beyond the initial examination, to make a medical decision, it is provided at the applicant's expense.

If you have a touch-tone telephone and have access to a fax machine, you can request to have a summary of the IEA medical requirements (5 pages) faxed to you via the INSFAX, a 24-hour faxback system. Call INSFAX at 612-727-5290 and request document number 40036. You may also call the IEA Information Line (612) 725-3496 and leave a message asking to have this mailed to you.

Security Investigation: Prior to appointment, tentative selectees must undergo and satisfactorily complete a background investigation, which includes but is not limited to a Federal Bureau of Investigation (FBI) name and fingerprint check and a background investigation. As part of the background investigation, you will be asked to submit a security questionnaire (SF-86). The questionnaire will ask questions regarding education, residences, past and current employers, police records, financial situation, drug and alcohol usage, etc. The Office of Personnel Management (OPM) will conduct the investigation, which will consist of, among other things, a personal interview, a check for past arrest records, a credit check, and interviews of employers and personal references.

This inquiry will cover your activities during at least the past ten years. If your background includes past or present arrests, convictions, dismissals from previous jobs, outstanding debts and financial issues, excessive use of alcohol, violations of immigration laws, use of illegal drugs, and/or the sale and distribution of illegal drugs, you most probably will be rated unsuitable for this position. A history of problems in any of these areas may result in your disqualification for this position.

Firearms Disability Law: If you have ever been convicted of a misdemeanor crime of domestic violence, it is a felony for you to possess any firearm or ammunition. A misdemeanor crime of domestic violence is defined as any offense, which has as an element the use or attempted use of physical force or the threatened use of a deadly weapon, committed by a current or former domestic partner, parent, or guardian of the victim. The term "convicted" does not include anyone whose conviction has been expunged or set aside or who has received a pardon. As a condition of employment individuals selected for IEA positions are required to carry weapons and ammunition as part of their official duties. Therefore, an individual with a conviction of a misdemeanor crime of domestic violence will not be employed in an Immigration Enforcement Agent position.

Training: Candidates selected will be required to attend Immigration Officer's Basic Training located at the Federal Law Enforcement Training Center (FLETC). Immigration Enforcement Agent training is approximately 3 months long. Selectees must pass a course of study in immigration law, nationality law, police training, and branch specific operational training.

Selective Service Registration: Male applicants born in 1960 or later will be required to complete a Statement for Selective Service Registration.

Commercial Driver's License: Candidates must possess a valid state driver's license. The candidate may also be required to obtain a commercial driver's license in order to operate the Bureau's detention vehicles, including buses. The commercial driver's license may be required, if so, it would be obtained after training and at the expense of the agency.

NOTE: All employees appointed under this announcement will be assigned to the Bureau of Immigration and Customs Enforcement (ICE) for organizational and administrative purposes regardless of where in DHS the function and mission of the position is being performed. This position is subject to reassignment throughout DHS as permanent placements are determined.

MISCELLANEOUS INFORMATION

Travel to Initial Duty Location: Selectees are required to pay all expenses to initial duty location. Travel expenses for training will be at agency expense.

Firearms: Firearms proficiency is required and is part of the training provided.

Uniform Allowance: Immigration Enforcement Agents are required to wear a uniform and will receive a uniform allowance.

Overtime: Employees may be required to travel and/or work long irregular hours including weekends and nightshifts. This may include overtime in some locations and employees will receive appropriate compensation.

Promotion Potential: The fulltime Immigration Enforcement Agent position has promotion potential to the GS-9 level. Upon appointment/assignment to the position for which this Notice has been issued, the selectee will be promoted to the next higher grade level the first pay period after he/she has completed 52 weeks at the grade level at which selected. To be eligible for further advancement, the employee must serve 52 weeks at each successive grade level in the normal line of promotion of the position for which selected. The career ladder promotion is contingent upon satisfactory performance and the satisfactory completion of all training or other requirements. Employees who are otherwise qualified and eligible for the next higher grade before the 52-week period may be promoted at any time at the supervisor's discretion. Such promotions are not mandatory.

Proof of Veteran's Preference: Applicants claiming 10 points veteran's preference will be required to provide proof of preference after obtaining and receiving a passing score (70) and a Notice of Results (NOR). **More information on proof of Veteran's Preference will be provided on the Notice of Results (NOR).** If you have a touch-tone telephone and have access to a fax machine, you can request to have a veteran's preference fact sheet faxed to you via the INSFAX, a 24-hour faxback system. Call INSFAX at 612-727-5290 and request document 40044.

Geographic Consideration: (See the Geographic Location Code Listing for Immigration Enforcement Agents) During the registration process for the written test, candidates will be asked to enter up to three geographic codes for the state(s) they would be willing to work in. No more than three (3) geographic codes may be selected. Please note, when selecting a code you must be willing to work at any duty location that falls within that code's jurisdiction. If you decline a location you will be removed for consideration for any locations covered by that location code. When an applicant has selected more than one geographic location code, they will only be referred for one geographic code at a time. If the applicant is not selected for the position they were referred for, they are returned to the inventory for future consideration for vacancies at the location(s) they selected. Location codes are treated equally.

Types of Employment: Immigration Enforcement Agent positions are full-time positions filled under the Federal Career Internship Program (FCIP). ***For additional information about FCIP see the Federal Career Intern Program section below.*** You will be asked whether or not you will accept a full-time position and if you would also be interested in being considered for full-time **TERM** positions when you register for the written test. Full-time term positions are defined as full-time employment for one to four years. Selectees for term positions are entitled to retirement, health insurance and life insurance coverage.

Federal Career Intern Program (FCIP): FCIP appointments are in the "excepted service". Excepted service appointments are an "exception" to the normal competitive service appointments. Conversion is contingent upon an individual's performance during the trial period, the availability of an appropriate position and funding. While there is no guarantee of conversion, we expect the majority of individuals accepting FCIP appointments will be converted to full time, permanent positions.

Benefits: There are excellent programs covering health insurance, life insurance, retirement, thrift savings plan, and holiday and leave benefits (visit the web-site www.usajobs.opm.gov, select 'Federal Employment Benefits').

Reasonable Accommodation: The Department of Homeland Security provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the hiring servicing personnel office. The decision on granting reasonable accommodation will be on a case-by-case basis.

Summary of the Hiring Process: The following information is a brief summary of the hiring process for applicants who apply under this announcement.

- ➡ Register for the **written test** during the open period either online on the Internet or by TAPS (Telephone Application Processing System).
- ➡ **Take and pass** the written test with a score of at least **70**.
- ➡ Be placed on the IEA **nationwide register** in score order for future referral for IEA vacancies.
- ➡ **If selected** for a position, you will be sent a tentative selection letter and pre-appointment forms to complete and return by a given **deadline**. Before an entrance-on-duty date is established, you will need to satisfactorily complete a structured oral interview, a background investigation, drug testing, and a medical and vision examination. It could be 3-6 months, or longer, from selection to entrance on duty, depending upon an individual's pre-appointment clearances.

For more information on this position, call (612)-725-3496

The Department of Homeland Security is an Equal Opportunity Employer. All candidates will receive consideration without regard to race, religion, color, sex, age, national origin, lawful political affiliation, marital status, sexual orientation, union membership, handicap, or other non-merit factors.

GEOGRAPHIC LOCATION CODE LIST
IMMIGRATION ENFORCEMENT AGENT (GS-1801-05)
ANNOUNCEMENT NUMBER IEA-03-1

***Entry Age Requirement:** Candidates must not have reached their 37th birthday at the time of Entry on Duty (EOD)

The geographic codes listed below numbered 100 - 158 represent States . Positions may be located at a number of duty locations outside of the indicated metropolitan area. **No more than three (3) geographic codes may be selected.** Please note, when selecting a code you must be willing to work at any duty location that falls within that code's jurisdiction. All applicants are eligible for referral for vacancies at the locations they selected. However, when an applicant has selected more than one location, they will only be referred for consideration for one location code at a time. If the applicant is not selected for the position they were referred for, they are returned to the inventory for future consideration for vacancies at the locations they selected. Location codes are treated equally. **Declining the position under the code you selected will result in removal from consideration for that location.**

100 Alabama

(includes but not limited to Mobile, Talladega, Gadsden)

101 Alaska

(includes but not limited to Anchorage)

102 Arizona

(includes but not limited to Phoenix, Tucson, Florence, Eloy, Douglas, Casa Grande, Willcox, Nogales, Yuma, Wellton, Ajo)

103 Arkansas

(includes but not limited to Fayetteville, Fort Smith, Texarkana, Little Rock)

104 Northern California

(includes but not limited to San Jose, San Francisco, Fresno, Sacramento, Livermore, Dublin, Salinas, Redding, Stockton)

105 Central California

(includes but not limited to Los Angeles, Lancaster, Ventura, San Bernardino, Lompoc, Oxnard, San Luis Obispo, San Pedro, Bakersfield, Santa Ana, Indio, Temecula, San Clemente)

106 Southern California

(includes but not limited to San Diego, El Centro, San Ysidro, Otay Mesa, Calipatria, Centinela, Brownfield, Campo, El Cajon, Imperial Beach, Riverside, Blythe, Calexico, Donavon)

107 Colorado

(includes but not limited to Denver, Alamosa, Craig, Glenwood Springs, Brush, Durango, Pueblo, Grand Junction)

108 Connecticut

(includes but not limited to Danbury and Hartford)

109 Delaware

(includes but not limited to Dover)

110 Florida, Miami

(includes but not limited to Krome Detention Facility)

111 Florida

(includes but not limited to Orlando, Pembroke Pines, Jacksonville, Tampa, Bradenton, West Palm Beach, Marathon)

112 Georgia

(includes but not limited to Atlanta, McRae, Savannah, Dalton, Albany)

113 Hawaii

(includes but not limited to Honolulu)

114 Idaho

(includes but not limited to Boise, Idaho Falls, Twin Falls)

115 Illinois

(includes but not limited to Chicago)

116 Indiana

(includes but not limited to Indianapolis)

117 Iowa

(includes but not limited to Des Moines, Cedar Rapids, Sioux City)

118 Kansas

(includes but not limited to Wichita)

119 Kentucky

(includes but not limited to Louisville, Bowling Green, London)

120 Louisiana

(includes but not limited to New Orleans, Oakdale, Lake Charles, Baton Rouge)

121 Maine

(includes but not limited to Portland and Houlton)

122 Maryland

(includes but not limited to Baltimore and Salisbury)

123 Massachusetts

(includes but not limited to Boston)

124 Michigan

(includes but not limited to Detroit, Selfridge Air National Guard Base, Holland, Marysville, Sault Ste. Marie, Trenton)

125 Minnesota

(includes but not limited to Minneapolis/St.Paul and Duluth)

126 Mississippi

(includes but not limited to Gulfport and Jackson)

127 Missouri

(includes but not limited to Kansas City, St. Louis, Springfield)

128 Montana

(includes but not limited to Helena, Havre, Billings, Shelby, Whitefish)

129 Nebraska

(includes but not limited to Omaha, North Platte, Grand Island)

130 New Hampshire

(includes but not limited to Manchester)

131 Nevada

(includes but not limited to Las Vegas and Reno)

132 New Jersey

(includes but not limited to Newark, Cherry Hill, Elizabeth)

133 New Mexico

(includes but not limited to Albuquerque, Las Cruces, Lordsburg, Carlsbad, Deming)

134 Southern New York

(includes but not limited to New York City, Queens, Fishkill, Napanoch)

135 Northern New York

(includes but not limited to Buffalo, Batavia, Syracuse, Champlain, Albany)

136 North Carolina

(includes but not limited to Charlotte, Raleigh, Winston-Salem)

137 North Dakota

(includes but not limited to Grand Forks)

138 Oklahoma

(includes but not limited to Oklahoma City)

139 Ohio

(includes but not limited to Cleveland and Columbus)

140 Oregon

(includes but not limited to Portland and Medford)

141 Pennsylvania

(includes but not limited to Pittsburgh, Philadelphia, Berks County, York, Leesport, Allenwood)

142 Rhode Island

(includes but not limited to Providence)

143 South Carolina

(includes but not limited to Charleston and Greer)

144 South Dakota

(includes but not limited to Sioux Falls and Rapid City)

145 Tennessee

(includes but not limited to Memphis, Chattanooga, Knoxville, Nashville)

146 Northwestern Texas

(includes but not limited to Eden, Abilene, San Angelo, Marfa, Lubbock, Amarillo, Pecos, Sierre Blanca, Midland, El Paso)

147 Northeastern Texas

(includes but not limited to Dallas, Houston, Huntsville, Beaumont, Austin)

148 Southern Texas

(includes but not limited to Port Isabel, Del Rio, Carrizo Springs, Rocksprings, Eagle Pass, Laredo, McAllen, Brownsville, Harlingen, Kingsville, San Antonio, Corpus Christi, Big Springs)

149 Utah

(includes but not limited to Salt Lake City, Provo, St. George, Ogden)

150 Vermont

(includes but not limited to St. Albans, Swanton, Manchester)

151 Virginia

(includes but not limited to Arlington, Chantilly, Norfolk, Washington, D.C.)

152 Western Washington

(includes but not limited to Seattle, Blaine, Bellingham, Lynden, Port Angeles)

153 Eastern Washington

(includes but not limited to Spokane, Yakima, Oroville, Pasco, Wenatchee)

154 West Virginia

(includes but not limited to Charleston)

155 Wisconsin

(includes but not limited to Milwaukee)

156 Wyoming

(includes but not limited to Cheyenne and Casper)

157 Islands (Atlantic)

(includes but not limited to the following islands: Puerto Rico, St. Thomas, VI, St. Croix, VI, Bermuda, Bahamas)

158 Islands (Pacific)

(includes but not limited to Guam)